

GRANT/COOPERATIVE AGREEMENT FILE CHECKLIST

Grant/Cooperative Agreement Number					
Specialist		Code		Phone	
Requestor		Code		Phone	

Tab	Document	In File (√)
1	Procurement Request	
2	NASA Research Announcement/Cooperative Agreement Notice	
3	Congressional Notification for NASA-Sponsored Research (if applicable)	
4	Selection Statement/Notification	
5	Justification for Acceptance of an Unsolicited Proposal	
6	Grant Proposal (including certifications)	
7	Annual Certification (required by NPG 5800.1, paragraph 1260.10(c)(4))	
8	Technical Evaluation	
9	Price Negotiation Memorandum	
10	C.A.S.E. Report	
11	IPAR	
12	Delegation of Administration	
13	Grant/Cooperative Agreement	
14	Correspondence/Other Supporting Documentation	
15	Route Sheet	